



July 1, 2005

**Durham Local Area Guidance Letter No: 01-2005**

**Subject:** Durham Local Area Workforce Investment Act Youth Incentive Policy

**Purpose:** To transmit the Durham Local Area's policy on awarding cash and non-cash incentives to WIA youth participants for recognition and achievement in WIA related activities.

**Background:** The Workforce Investment Act (WIA) Section 129(a)(5) allows for youth engaged in a WIA youth funded program to be awarded non-cash incentives for recognition and achievement in WIA related activities. This policy is designed to reward WIA youth participants for academic achievement and participation in WIA youth program activities. The awarding of incentives is a means to encourage attainment of individual goals that leads to the completion of a secondary school diploma or its equivalent, an occupational skills credential, or other programmatic outcomes.

**Action:** WIA Service providers are required to adhere to all policies and guidelines set forth in Attachment A when providing youth incentives.

**Effective Date:** July 1, 2005

**Expiration Date:** Indefinite

**Contact:** James Dickens, Youth Program Coordinator

**Distribution:** WIA Youth Service Providers

A handwritten signature in dark ink, appearing to read "Pat E. Sturdivant", is written over a horizontal line.

Pat E. Sturdivant  
Workforce Development Administrator

Attachment A

## **Durham Workforce Development Board's Youth Incentives Policy**

For purposes of this policy, incentives are considered stipend awards to WIA youth participants for achievement and participation in WIA related activities. Incentive awards may be non-cash (not redeemable for cash) or cash incentives. This issuance outlines policy on the awarding of cash and non-cash incentives. The following is a list of the types of items that could be awarded as non-cash incentives.

- Gift certificates (restaurants, video, retail, and school book stores).
- Plaques
- Certificates
- Banquets for participants
- Cap and gowns
- Class pictures
- Class ring
- School supplies/calculators

### **A. Non-cash incentives**

#### **1. Attainment of a skill goal (basic skills, work readiness, or occupational skill goals)**

The goal set must be in accordance with the Durham Local Area younger youth skill attainment policy.

- Attainment of each goal: \$25 gift certificate

Documentation required for reimbursement of accomplished skill goal.

- Copy of completed Workforce Plus goals screen.
- Documentation showing results of pre and post test.
- Copy of log with participant's signature

#### **2. Attainment of Literacy or Numeracy gain.**

Of those out-of-school youth that are basic skills deficient and are actively participating in program services and achieve an increase of at least one educational functioning level, as defined by local area policy, may be awarded the following incentives.

- \$25 gift certificate for increase of .5 to 1.0 grade level.
- \$50 gift certificate for increase of 1.1 to 1.9 grade level or more.
- \$75 gift certificate for testing 8.9 or above in both reading and math on the TABE if increase is more than three grade levels after second year of program participation.

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Documentation required for reimbursement of accomplished skill goal.

- Copy of completed Workforce Plus literacy numeracy screen.
- Documentation showing results of pre and post test.
- Copy of log with participant's signature

### **3. Attainment of a secondary school diploma or equivalent**

Of those participants who at the time of enrollment have not attained a high school diploma or equivalent and are awarded a high school diploma or its equivalent during program participation. For purposes of this policy, attainment of a secondary school diploma or equivalent includes:

- High School Diploma
- General Equivalency Diploma
- Adult High School Diploma

Participants may receive a \$100.00 non-cash incentive for completion of a secondary school diploma or equivalent.

Required documentation for reimbursement:

- Copy of diploma, GED certificate, or school transcript
- Copy of log with participant's signature

### **4. Attainment of Occupational skills credential**

Of those participants, who are enrolled in training and have not received an occupational skills credential and attain an occupational skills credential during program participation. An occupational skills credential is defined as any nationally recognized degree or certificate or state/locally recognized credential. Credentials include, but are not limited to, post-secondary degrees, recognized skill standards, and licensure or industry-recognized certificates.

- \$100.00 gift certificate to purchase clothing for work.

Required documentation for reimbursement:

- Copy of occupational skills credential
- Copy of log with participant's signature

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## **5. Attendance in High School**

Of those participants enrolled in secondary education and have a GPA of 2.0 or higher may receive the following incentives for attendance.

- \$50 gift certificate for perfect attendance
- \$25 gift certificate for missing less than 2 days of school and being tardy less than two times.
- Pair of movie passes for missing less than 4 days of school and being tardy less than three times.

Incentives are based on the number of days absent or tardy per semester. Youth may receive only one attendance incentive per semester.

Required documentation for reimbursement:

- School records showing GPA and attendance.
- Copy of log with participant's signature

## **B. Cash incentives**

### **1. Attendance in GED program**

Of those youth who are employed full-time, as defined by law, and enrolled in and attending an educational program leading to the attainment of a GED or AHD and are progressing toward attainment of a GED or AHD may receive a stipend while actively attending the program. The stipend is limited to those participants who are in good standing and actively progressing toward accomplishment of a GED or AHD as defined by the individual's Individual Service Strategy.

- \$5.50/hr with a maximum of \$50 a week.

Required documentation for reimbursement:

- Daily attendance sheets signed by instructor and program manager.
- Daily progress report signed by instructor and program manager.
- Verification of full-time employment.